TO:

ESD WorkFirst Supervisors

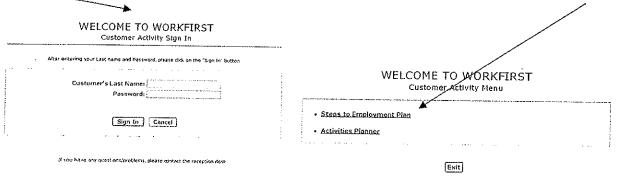
FROM:

Brian Roper, WorkFirst Program Manager

SUBJECT:

Steps to Employment Plan

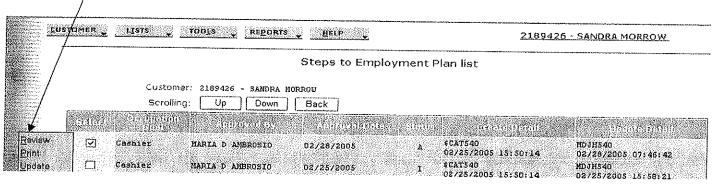
On March 28th, 2005, the new Steps to Employment Plan will go into effect replacing the Success Plan, which will no longer be accessible. Customers' will access the Steps to Employment Plan on the same desktop short cut currently used for accessing the Success Plan. After completing the signin, customers will select the Steps to Employment Plan option from the Customer Activity Menu screen.



By selecting this option, the Steps to Employment list screen will appear. If no plan exists, customers will then click on the Create button to create the new Steps to Employment Plan.

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2.1	Steps to Employment Plan list			
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100	Customer: 2628943 - ERIC ROCHA			
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Or the customers will click on the Select box in front of the Steps to Employment Plan if they wish to update, review or print their plan.



The customer will complete the Steps to Employment Plan by entering text in the boxes and by selecting items from drop down menus.

Steps to Employment

2628943 - ERIC ROCHA



Today's Date: March 7, 2005

	Save Cancel
Start date: Merch 7, 2005	
The results of my assessment are:	
Interests:	THE COLUMN TWO AND ADDRESS OF THE COLUMN TWO AND ADDRESS OF THE COLUMN TWO ADDRESS OF THE COLUMN
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Work Values:	management of the property of
Skilis:	
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(Enter in the occupational information from the assessment.)	The second secon
Work history and other skills I have:	
	A
(Please list the skills that relate to the type of work you are applying	≤ 500 or and the length of time you have performed the skill \
· · · · · · · · · · · · · · · · · · ·	-g access on agence of ourse poor over performed the site)
My current education level is:	~
	on section () (
Using labor market information complete each section below. Employers pay the following	
These are the jobs I can do in wages for the jobs I can do in	
my local area: my local area:	These employers hire workers with my skills:
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6	
•	
As a result of my Assessment, Work Experience, and Labor Market	Information I have chosen the following as my
1st choice of jobs I will be seeking:	(i.e. Receptionist, Truck driver, Nurses aid)
2nd choice of jobs I will be seeking:	(i.e. Warehouse worker, Child care worker)
210 divote of jobs I will be seeking.	j (i.e. warehouse worker, Child care worker)
would like to get additional education or training:	× 100 × 100
— *** * * * * * * * * * * * * * * * * *	and control of the co
My goal is to sta	ert work by:
Comments:	
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Approved by:	
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ſ	Save Cancel

Staff will be able to access the Steps to Employment plan through the Customer Tab.

Once the plan is completed, staff will review the plan and click on the Approved by box to certify that the plan meets their approval. When the plan is approved the date approved will be posted to the Customer Home Page and the TJS screen. The job selected for the "1st choice of jobs I will be seeking" on the Steps to Employment Plan will be displayed on the Customer Home page. The fields displaying the "1st and 2nd choice for jobs I will be seeking" on the Steps to Employment Plan will be transferred to the Activity planner.

If you have any questions, please contact the WorkFirst Help Desk at (360) 438-3242.

cc: Peggy Zimmerman
Sandy Miller
WorkFirst Coordinators
WorkFirst Trainers
WorkFirst Administrative Staff